

28 September 1999

MEMORANDUM FOR COMMANDERS, MAJOR ARMY COMMANDS AND USACE MAJOR SUBORDINATE
COMMANDS

SUBJECT: DA Central Referral Inventory for Civilian Career Program for Engineers & Scientists (Resources & Construction)(CP-18)and USACE Real Estate Career Program (CP-55)

1. I am discontinuing the central referral inventories we maintain at HQ USACE for both CP-18 and CP-55. Positions at the GS-14 and 15 levels for CP-18, and at the GS-12 through 15 levels for CP-55 will be filled by recruiting as the vacancy occurs. The appropriate Civilian Personnel Operations Center (CPOC) will announce each vacancy for thirty days on the Army Civilian Personnel Online (CPOL) Internet site with an Army-wide area of consideration. GS-13 positions in CP-18 are already filled in this manner. Now that technology makes possible the instantaneous communication of vacancies, we need to take advantage of this opportunity to consider all possible candidates for positions without any time lag or other barriers associated with maintaining central referral inventories. We will accomplish this with a voluntary electronic announcement notification system. We will provide more information on this tool in the coming weeks.

2. Our goal is to cease issuance of referral lists for CP-18 and CP-55 vacancies by 31 December 1999. We have notified HQDA of this change since CP-18 is a DA program. Civilian Personnel Operations Centers (CPOC) will assume responsibility for announcing vacancies and issuing referral lists for recruitment actions initiated on or after 1 December 1999. The area of consideration will continue to be Army-wide for these vacancies to ensure we provide opportunities for applicants from all commands. I have asked HQDA to ensure that each CPOC posts these vacancy announcements on CPOL for thirty days. This will be key to the success of the electronic announcement notification system, and subsequently to our getting the applicant pool we seek. The Functional Chief's Representative (FCR) for CP-18 will continue to review all GS-15 selections in support of the Secretary of the Army's Affirmative Action Policy.

3. Will you advise each of your subordinate activities, and your CP-18 and CP-55 workforce in particular, of this upcoming change in the way vacancies in their career fields will be recruited. Additionally, please be mindful of any requirement you may have to negotiate the impact of this change with your local union.

/ORIGINAL SIGNED/

JOE N. BALLARD
Lieutenant General, USA
Commanding

28 September 1999

MEMORANDUM FOR Deputy Assistant Secretary of the Army (Civilian
Personnel Policy), ASA(M&RA)

SUBJECT: DA Central Referral Inventory for Civilian Career Program
for Engineers & Scientists (Resources & Construction)(CP-18) and Real
Estate Career Program (CP-55)

1. As the Functional Chief (FC) for CP-18, I am discontinuing central referral at the GS-14 and 15 levels in favor of electronically announcing vacancies on the Army Civilian Personnel Online (CPOL) Internet site as they occur. Now that technology makes possible the instantaneous communication of vacancies, we need to take advantage of this opportunity to consider all possible candidates for positions without any time lag or other barriers associated with maintaining central referral inventories. We will accomplish this with a voluntary electronic announcement notification system, similar to that which AMC is piloting for CP-16.

2. My goal is to cease issuance of DA Referral Lists for CP-18 vacancies by 31 December 1999. Civilian Personnel Operations Centers (CPOC) will need to assume responsibility for announcing vacancies and issuing referral lists for recruitment actions initiated on or after 1 December 1999. I want to have each CP-18 vacancy at the GS-13 through 15 level announced on CPOL for thirty days to ensure we continue to get applicants from all commands. You may recall that I discontinued central referral for GS-13 level vacancies in 1997, but retained an Army-wide area of consideration. The Functional Chief's Representative (FCR) for CP-18 will continue to review all GS-15 selections in support of the Secretary of the Army's Affirmative Action Policy. We will provide a revision to the draft AR 690-950, Chapter 7, which will reflect these changes.

3. We also maintain a central referral inventory for the Real Estate Career Program (CP-55) and issue referral lists for USACE vacancies at the GS-12 through 15 level, as well as courtesy lists for other Army commands upon request. The decision to discontinue central referral for CP-18 affects CP-55 as well. This inventory will be discontinued also on 31 December 1999. Each servicing CPOC will be asked to post

CEHR-C

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a vacancy announcement on CPOL for thirty days with an Army-wide area
of consideration when a vacancy occurs at the GS-12 through 15 level.
Our Engineer Regulation will be revised accordingly.

4. Please advise each CPOC of this change in the way CP-18 and CP-55
vacancies will be filled, beginning with recruitment actions initiated
on or after 1 December 1999. The posting of individual vacancies for
thirty days on CPOL by the servicing CPOC will be key to the success
of the electronic announcement notification system, and subsequently
to our getting the applicant pool we seek. We will notify the other
MACOM commanders as well as our USACE commanders.

/ORIGINAL SIGNED/

JOE N. BALLARD
Lieutenant General, USA
Commanding